



JOB DESCRIPTION

Title: **FIRE MARSHAL**
Department: Fire
Class Code: 3352
FLSA Status: Non-Exempt
Effective Date: July 1, 2001 (Rev. 07/2008)
Grade Number: 23

GENERAL PURPOSE

Under general supervision from the Fire Chief, performs professional and technical work in the field of fire prevention for Murray City Fire Department.

EXAMPLE OF DUTIES

- *-- Supervises Deputy Fire Marshal and Fire Inspector; hires, trains, evaluates, and disciplines Deputy Fire Marshal and Fire Inspector.
- *-- Holds responsibility for the fire prevention division; enforces the provisions of the Fire Prevention code and the laws and regulations of Murray City pertaining to fire prevention and fire protection.
- *-- Has responsibility for the inspection of all buildings and premises in Murray City in accordance with the provisions of the Fire Prevention Code.
- *-- Reviews building and fire sprinkler plans to assure fire code requirements are met.
- *-- Investigates complaints received by the Fire Prevention Division; establishes and maintains comprehensive records of all business transacted such as complaints, inspections, investigations, notices served and permits written.
- *-- Investigates origin and circumstances of fires which involve loss of life, injury to any person or persons or damage or destruction of property. Takes charge of evidence of the origin of the fire.
- *-- Makes reports to the Fire Chief; provides information to the business community and the public upon request; attends, if possible, all off-duty fires.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- The Fire Marshal may be appointed by the appointing power subject to the approval of the Mayor.
- An Associates Degree in Fire Science, completion of Fire Inspector I certification, International Fire Code Certification, and six (6) years of experience in the firefighting field, including at least two (2) years as a Deputy Fire Marshal or one (1) year experience as a Captain **OR** Any equivalent combination of education and experience.

Special Requirements

- Must possess a valid Utah Driver License; must be EMT-B certified.
- Must be Fire Code certified.
- Must be Fire Inspector I certified.

Necessary Knowledge, Skills and Abilities

- Fire Investigator I certification desired but not required.
- Considerable knowledge of goals and objectives of the City fire control program; considerable knowledge of effective fire prevention techniques; considerable knowledge of effective techniques and methods of fire suppression; considerable knowledge of effective operation of policies and procedures, building codes, fire codes and electrical codes.
- Skill in methods and techniques of firefighting.
- Ability to communicate effectively both verbally and in writing.
- Ability to teach fire prevention and safety techniques to Fire Department personnel and in the public schools, churches, and civic organizations.

TOOLS & EQUIPMENT USED

- Vehicle, radio, pager, personal computer, calculator, phone, personal protective gear, first aid equipment, other standard firefighting equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.